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ABSTRACT

This annotated bibliography for grades 1-6 contains over 300 books, published primarily within the past 10 years, which provide information on careers or job descriptions. Entries are arranged alphabetically by title and include author(s), suggested grade level, publication information, price, and an annotation pertaining to occupational or personal guidance. A list of sources from which the books were obtained and a list of films and their availability are included. (SB)

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REFERENCES FOR VOCATIONAL ORIENTATION

IN THE

ELEMENTARY GRADES

Prepared by

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Arkansas State Department of Education

VT 017 711

OCCUPATIONAL GUIDANCE

A SELECTIVE BIBLIOGRAPHY - By Mrs. Delma Turner, Supervisor of Guidance Services for Elementary Schools, State Department of Education, Little Rock, Arkansas 72201

This is a selective bibliography for grades one through six covering present-day occupations and containing, for the most part, only those books published in the past ten years.

It does not include biography, history, folk literature or a great amount of fiction. Books describing a subject were not used unless they contained specific information on careers or or job description. The section on personal guidance is not meant to be exhaustive; it contains examples of various types of books that can be used in the occupational guidance field.

Titles were confined to those suitable for grades one through six; therefore, the grade level indicated goes no higher, although many of the books are suitable for use with older students.

The date of publication was used rather than the copyright date. Prices are subject to change and should be checked before any of these books are ordered.

The annotations pertain to that part of the book's content pertinent to occupational guidance and will not necessarily include other aspects.

OCCUPATIONAL GUIDANCE

A Selective Bibliography

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Radlauer, Edward. ABOUT ATOMIC POWER FOR PEOPLE. Melmont Pubs., 1960, 2.75. (5-6) "Takes you through the planning, building and operating of a nuclear power plant as well as introducing you to the chemists, engineers, plumbers and others who work on the project." ESLC

Russell, Solveig Paulson, ABOUT BANANAS. Melmont, 1968, 1.00. (3-5) "This description of how the banana grows includes the uses of both the fruit and the plant on which it grows. The discussion illustrates how the individual banana grower is dependent on and affected by climate, transportation and international trade." ESLC

Landin, Les. ABOUT POLICEMEN AROUND THE WORLD. Melmont, 1964, 2.50 (3-5) "Describes work of policemen in France, England, Italy, Japan, Australia, Chile, Canada and on the American frontier." ESLC

Telfer, Dorothy W. ABOUT SALT. Melmont, 1965, 2.50. (1-2) "This easy-to-read book tells about the history, sources, refining and uses of salt." ESLC

Newman, Shirlee P. and Diane Finn Sherman. ABOUT THE PEOPLE WHO RUN YOUR CITY. Melmont, 1963, 2.50. (1-3) "Simple explanation of different kinds of city government and responsibilities and training of people who work in various departments of a modern city." ESLC

Foster, G. Allen. ADVERTISING: ANCIENT MARKET PLACE TO TELEVISION. Criterion Books, 1967, 4.95. (6) "Basic elements of advertising techniques from prehistoric times to the advanced methods of today..." ESLC

Coombs, Charles Ira. AEROSPACE PILOT. Morrow, 1964, 3.95. (4-6) "Reviews in story form primary and basic training, service as a test pilot, and final acceptance as an astronaut for those who look forward to becoming pilots in space flight." ESLC

Lent, Henry B. AGRICULTURE, U.S.A.: AMERICA'S MOST BASIC INDUSTRY. Dutton, 1968, 4.95. (5-6)
"An overview of the modern American agriculture industry which covers farming methods, crop and livestock production, and food processing and marketing." Booklist.

Elting, Mary. AIRCRAFT AT WORK. Harvey House, 1964, 2.95. (4-6)
"Interesting account of the many jobs different kinds of aircraft can perform, with instructions on how to fly and how to get a flying permit." ESLC

Colby, Carroll Burleigh. AIR FORCE ACADEMY: CADETS, TRAINING AND EQUIPMENT. Coward, 1962, 2.50. (4-6)
"Brief text and photographs present basic training, classroom work, summer field trips and overseas instruction, athletics, social events and graduation of cadets of Air Force Academy." ESLC

Bergaust, Erik. AIRCRAFT CARRIERS IN ACTION. Putnam, 1968, 3.29. (5-6)
"Describes the beginnings of the Navy's air arm, the missions of Modern Task Forces and the incredibly complex operations needed to implement these missions." Huntting

Engeman, Jack. AIRLINE STEWARDESS, A PICTURE STORY. Lothrop, 1960, 3.50. (4-6)
"Presents through more than 250 photographs, the requirements, training for, and benefits of a career as stewardess on American and foreign airlines." ESLC

Jacobs, Lou. AIRPORTS, U.S.A. Elk Grove Press, 1967, 3.79. (2-3)
"Clear photographs and a brief running text explain the various functions of a large airport." Library Journal

Brindze, Ruth. ALL ABOUT COURTS AND THE LAW. Random, 1964, 1.95. (5-6)

Marsh, Susan S. ALL ABOUT MAPS AND MAPMAKING. Random, 1963, 2.95. (5-6)
Describes the making of new maps (U.S. government maps, road maps, charts for the jet age) from the surveying of the land to practical information on projections, scales, and use. ESLC

Commins, Dorothy B. ALL ABOUT THE SYMPHONY ORCHESTRA AND WHAT IT PLAYS. Random, 1961, 1.95. (4-6)
"The story of the symphony orchestra; the instruments, the conductor, and the music which is played. Included are notes about composers, and a good index." ESLC

Denniston, Elinore. AMERICA'S SILENT INVESTIGATORS: THE STORY OF THE POSTAL INSPECTORS WHO PROTECT THE UNITED STATES MAIL. Dodd, 1964, 3.75. (6)
"Describes role of postal inspectors in protecting U.S. mail from theft, fraud and violence from colonial days to present." ESLC

Cooper, Elizabeth K. AND EVERYTHING NICE: THE STORY OF SUGAR, SPICE, AND FLAVORING. Harcourt, Brace & World, 1966, 2.95. (4-6)
"Short chapters cover the key historical data as well as modern production and uses of basic food spices and flavorings." ESLC

Greene, Carla. ANIMAL DOCTORS: WHAT DO THEY DO? Harper & Row, 1967, 2.50. (K-2)
"The activities of the animal doctor are presented in this easy-to-read text concerned with the city animal doctor, the country animal doctor, the zoo animal doctor, the circus animal doctor, and even the space animal doctor." ESLC

Colby, Carroll B. ANNAPOLIS: CADETS, TRAINING, AND EQUIPMENT. Coward, 1964, 2.50. (4-6)
Photographs and text introduce the reader to the U.S. Naval Academy at Annapolis, its midshipmen, "buildings, activities, sailing craft... training devices and traditions." ESLC

Mead, Margaret. ANTHROPOLOGISTS AND WHAT THEY DO. Watts, 1965, 3.95. (6)
"Anthropologists...work...in many places: the specialized field, museums, hospitals, special laboratories, etc. ...For career information: Anthropology as science and scholarship, and the chapter on career information are valuable." ESLC

Potter, Bronson, ANTONIO. Atheneum, 1968, 3.50. (4-6) Fic
"Twelve-year-old Antonio wished to go out with the men on the fishing boats rather than tend the oxen which launched and retreived the boats, but a childhood injury to his hand made work on the boats dangerous for him..." ESLC

Eberle, Irmengarde, APPLE ORCHARD. Walck, 1962, 3.50. (1-3)
"A year in the operation of an orchard, from blossoms in the spring, through the growth of the fruit, hibernation in the winter, back to blossoms." ESLC

Braidwood, Robert J. ARCHEOLOGISTS AND WHAT THEY DO. Watts, 1960, 3.94. (6)
"Provides a firsthand account of what this profession is like." ESLC

Watts, Edith W. ARCHAEOLOGY: EXPLORING THE PAST. Metropolitan Museum, distributed by New York Graphic Society, 1965, 2.95. (5-6)
"Explains the work of men who hunt for evidence of our past." ESLC

Colonius, Lillian and Glenn W. Schroeder. AT THE AIRPORT. Melmont, 1967, 2.50. (1-3)
"Tells of the activities at a large airport as seen through the eyes of two boys." ESLC

Colonius, Lillian and Glenn W. Schroeder. AT THE BAKERY. Melmont, 1967, 2.50. (1-3)
"With photographs accompanying each page, this is a brief account of how a loaf of bread is baked in a modern bakery and prepared for delivery." ESLC

Hastings, Evelyn B. AT THE DAIRY. Melmont, 1967, 2.50. (1-3)
Simple text describes how fresh milk is prepared for marketing. ESLC

Hefflefinger, Jane and Elaine Hoffman. AT THE PET HOSPITAL. Melmont, 1964, 2.59. (1-3)
Why pets go to a hospital and what the veterinarians and his helpers do. Easy to read. ESLC

Colby, Carroll B. THE ATOM AT WORK: HOW NUCLEAR POWER CAN BENEFIT MAN. Coward, 1968, 2.97. (5-6)
"Nuclear reactors, nuclear-powered weather instruments, radioactive materials which cure disease, and nuclear-powered mining operations are some of the uses discussed." CC

Hyde, Margaret O. ATOMS TODAY & TOMORROW. McGraw, 1966, 3.50. (5-6)
"Explains in simple terms how atomic energy is produced and discusses its present and future peacetime uses in medicine,agriculture, space and industry." CC

Seldin, Joel. AUTOMATION: THE CHALLENGE OF MEN AND MACHINES. Coward, 1965, 3.25. (6)
"Explains automation, describes the social changes that will arise, and shows how today's young people can prepare themselves for an automated world." CC

Lent, Henry B. THE AUTOMOBILE - U.S.A.; ITS IMPACT ON PEOPLE'S LIVES AND THE NATIONAL ECONOMY. Dutton, 1968, 4.95. (5-6)
"A description of the planning, manufacture, and distribution of cars in the United States." Contains a guide to careers in the field. Library Journal.

Bartos-Hoppner, Barbara. AVALANCHE DOG. Walck, 1967, 3.50. (6) Fic
"One of a group of young men from an Alpine village describes some of the group's rescue operations, the problems in training and tracking, and the importance of the ability, stamina, and temperament of the German Shepherd dogs." Chicago. Children's Book Center.

Busby, Edith. BEHIND THE SCENES AT THE LIBRARY. Dodd, Mead, 1960, 2.25. (4-6)
"An introduction to various types of libraries, what happens before the books get on the shelves, and many of the services which a library ought to give." ESLC

Lewis, Alfred. BEHIND THE SCENES AT THE POST OFFICE. Dodd, Mead, 1965, 2.75. (4-6)
"Brief text explains each phase of postal service in United States today. Describes use of ZIP code, automatic sorting machines and conveyor belts." ESLC

Cooke, David C. BEHIND THE SCENES IN TELEVISION. Dodd, Mead, 1967, 3.25. (4-6)
"The reader follows a show from the time an idea originates through rehearsals, set and costume design, to its presentation on the air." ESLC

Grey, Elizabeth. BEHIND THE SCENES IN A FILM STUDIO. Roy, 1966, 3.25. (6)
"The answers to...questions on film making can be found in this...glimpse into the movie industry." ESLC

Foreee, Aylesa. BENEATH LAND AND SEA. Macrae Smith, 1962, 3.96. (6)
"The work of oceanographers and the many other scientists who work beneath land and sea is described in this study for the serious young scientist." ESLC

Zaffo, George J. THE BIG BOOK OF REAL BUILDING AND WRECKING MACHINES. Grosset, 1951, 1.00. (1-3)
"Pictorial in treatment, this book introduces the young reader to the giant machines of today: crushers, loaders, mixers, cranes, bulldozers, etc." ESLC

Zaffo, George J. THE BIG BOOK OF REAL FIRE ENGINES. Grosset, 1958, 1.00. (1-3)
"Bold pictures of bright red fire engines with simple text describing a night call, how the alarm system works, and common fire hazards found in homes." ESLC

Zaffo, George J. THE BIG BOOK OF REAL TRAINS. Grosset, 1963, 1.00. (K-2)
"Illustrates the different functions of each kind of car that makes up a freight train." ESLC

Zaffo, George J. THE BIG BOOK OF REAL TRUCKS. Grosset, 1964, 1.00. (1-3)
"Various kinds of trucks and their use are described by large colorful pictures accompanied by a brief text. A truck driver's day and the workings of a truck engine are also explained." ESLC

Reinfeld, Fred. THE BIGGEST JOB IN THE WORLD: THE AMERICAN PRESIDENCY. Crowell, 1964, 3.75. (6)
"Duties, powers and problems of Presidency and its responsibilities to nation and world...discusses office of Vice-Presidency." ESLC

Hayes, Will. THE BIGGEST PINE TREE. Melmont, 1957, 2.50. (1-3)
"The operations and equipment used in converting a tree to logs, from sawmill to lumberyard." ESLC

Black, Marjorie. THE BOATS ON THE RIVER. Viking, 1966, 4.95. (-3) Fic
"A big book with fine pictures in color showing all kinds of boats from the biggest to the smallest." ESLC

Branley, Franklyn M. A BOOK OF ASTRONAUTS FOR YOU. Crowell, 1963, 3.50. (1-3)
'A simple description of what an astronaut is and how he is trained." ESLC

Corderoy, John. BOOKBINDING FOR BEGINNERS. Watson-Guptill, 1967, 2 2.00. (506)
"This how-to approach to bookbinding lists the necessary tools, special equipment and materials needed. Step-by-step instructions are grouped into the three stages of bookbinding." ESLC

Yates, Raymond Francis. THE BOYS' BOOK OF TOOLS. Harper & Row, 1957, 2.75. (4-6)
"A guide to basic tools used in the home and school workshop with information on how to select the proper tools and how to use them skillfully.' ESLC

Iger, Martin and Eve Marie Iger. BUILDING A SKYSCRAPER. Young Scott Books, 1967, 4.50. (3-5)
"The description and construction of a New York skyscraper told in story and pictures." ESLC

Paradis, Adrian A. THE BULLS AND THE BEARS: HOW THE STOCK EXCHANGE WORKS.
Hawthorn Books, 1967, 3.95. (6)
"Describes a typical day of trading on the floor of the New York Stock Exchange. Explains what happens when stocks are bought and sold and how to read a stock-market report." ESLC

Paradis, Adrian A. BUSINESS IN ACTION. Messner, 1962, 3.95. (4-6)
"Explains American system of free enterprise, presents roles of government, labor, farming and industry in our economic life and indicates its trends and problems." ESLC

Wattenberg, Ben. BUSY WATERWAYS, THE STORY OF AMERICA'S INLAND WATER TRANSPORTATION.
J. Day, 1964, 3.50. (4-6)
"Account of navigable water routes which carry vast amounts of freight presents the vessels, their cargoes and crews, routes and the history of these rivers and canals." ESLC

Batchelor, Julie F. A CAP FOR MUL CHAND. Harcourt, Brace & World, 1950, 2.75. (4-6) Fic
Mul Chand "Who lives in a mud-walled house in an Indian village, works to earn the money for a cap to wear on a trip to Bombay. But he has to cope with the village bully before he can go." ESLC

Barnett, Leo. CAREERS IN COMPUTER PROGRAMING. Walck, 1967, 3.75. (6)
"Emphasis ... is on the careers ... the reader is presented the history of computers, an explanation of how they work and where they are used, and the opportunities available in the computer field." ESLC

Huntington, Harriet E. CARGOES. Doubleday, 1964, 2.95. (4-6)
"Explains methods and equipment of loading and unloading hundreds of thousands of tons of cargo which arrive at or leave from American ports daily." ESLC

Leavitt, Jerome E. CARPENTRY FOR CHILDREN. Sterling, 1967, 2.95. (3-5)
"Easy step-by-step instructions with clear diagrams and illustrations introduce the novice to the proper use of tools ... " ESLC

Weiss, Harvey. CERAMICS: FROM CLAY TO KILN. Young Scott Books, 1964, 3.95. (5-6)
"Fundamentals of working with clay; directions for making simple pieces, such as ashtrays; progressing by easy steps to figures. Tools, glazing, firing included. Examples of professional work." ESLC

Jackson, Jacqueline. CHICKEN TEN THOUSAND. Little, Brown, 1968, 3.95. (1-3)
"Combines the story of a mechanical hatcher and brooder operation with the normal life of chickens on a farm." ESLC

Darling, Louis. CHICKENS AND HOW TO RAISE THEM. Morrow, 1955, 2.75. (5-6)
"Instructions for buying, housing, and raising chickens." AAAS

Bradbury, Sianca. CIRCUS PUNK. Macrae Smith, 1964, 3.50. (4-6) Fic
"Dave Thorne, fourteen years old and orphaned, does odd jobs with Strong's Circus. When...a tiger escapes, it is Dave who helps...but is injured. Later he learns that he will probably always be lame. This dashes his hopes of

becoming an animal trainer but leaves him with two good alternatives." ESLC

Adler, Irving and Ruth Adler. COAL. J. Day, 1965, 2.86. (2-5)
"Traces the development of coal, how it is mined, its uses and its many by-products." ESLC

Bergaust, Erik. COAST GUARD IN ACTION. Putnam, 1962, 2.95. (4-6)
"Brief presentation of smallest of American sea-going services ..." ESLC

Ahnstrom, D. THE COMPLETE BOOK OF HELICOPTERS. World, 1968, 5.95. (6)
"Shuttle service, traffic control, and war and peace operations included in this newly revised edition concerned with all aspects of helicopters." ESLC

Harrison, C. W. CONSERVATIONISTS AND WHAT THEY DO. Watts, 196?. 3.95. (6)
"Discusses efforts government and private industry are making to conserve human and natural resources. Lists qualifications for career in conservation and schools providing the training." ESLC

Billings, Henry. CONSTRUCTION AHEAD. Viking, 1965, 3.75. (4-6)
"Detailed illustrated account of how roads were built in the past and how they are built today." ESLC

Lenski, Lois. CORN-FARM BOY. Lippincott, 1954, 4.29. (4-6) Fic
"The story is slow moving and episodic rather than well plotted, but the portrayal of the hard work, the joys and sorrows, and the drama of life...is authentic, honest, and enriching." Booklist

Beim, Jerrold. COUNTRY FIREMAN. Morrow, 1948, 2.75. (K-2) Fic
"Small boys will share this little farm boy's enthusiastic interest in the village volunteer fire department and his thrill at becoming an unofficial volunteer fireman." Booklist

Lieberman, Jethro K. COURT IN SESSION. Sterling, 1967, 3.95. (6)
"Explains how our system of city, state and federal courts works. Uses actual cases to show difference between civil and criminal law. Discusses torts and contracts, responsibilities of court officials, the jury system, court problems and careers in law." ESLC

Floethe, Louise L. THE COWBOY ON THE RANCH. Scribner, 1959, 3.31. (K-3)
"Tells how cowboys on a cattle ranch in Wyoming ride fences, round-up cattle ... feed them in the winter and ride bucking horses in the rodeo." EsLC

Rottger, Ernst. CREATIVE CLAY DESIGN. Reinhold, 1962, 5.95. (5-6)
"How to make and develop clay shapes and objects, emphasizing the importance of significant form. Materials, tools, and important techniques are included." ESLC

Rottger, Ernst. CREATIVE WOOD DESIGN. Reinhold, 1960, 5.95. (506)
"Imaginative and creative methods of carving wood objects and designs." ESLC

Chapin, Cynthia. DAIRYMAN DON. Whitman, 1964, 1.95. (1-3)
"In the dairy, Don makes many good things ... from the milk he gets from the farmer." ESLC

Liffring, Joan. DEE AND CURTIS ON A DAIRY FARM. Follett, 1957, 2.97. (1-3)
"Tells how the milk is processed at the cheese factory and at the creamery. Although farm children help with the chores, they also have fun living in the country." ESLC

Coombs, Charles. DEEP-SEA WORLD: THE STORY OF OCEANOGRAPHY. Morrow, 1966, 4.95. (6)
"Concerns the work and discoveries of oceanographers; who, with the aid of specially designed equipment, are beginning to explore that hugh, little-known area -- the Earth's oceans." ESLC

Switzer, George. DIAMONDS IN PICTURES. Sterling, 1967, 3.95. (6)
"The story of how diamonds .. are mined, cut, marketed, and how they are used in industry for cutting steel, sawing stone, producing music." ESLC

Colbert, Edwin, H. and William A. Burns. DIGGING FOR DINOSAURS. Childrens Press, c1960;1967, 3.95. (4-6)
"The study of fossils, how they are unearthed and all about their restoration for museum viewing, is told simply and briefly in explanation of the full color illustrations." ESLC

Blough, Glenn O. DISCOVERING DINOSAURS. McGraw-Hill, 1960, 3.50. (1-4)
"Tells about the work of dinosaurs scientists and of museums where remains of dinosaurs may be seen." ESLC

Engeman, Jack. DOCTOR, HIS TRAINING AND PRACTICE. Lothrop, 1964, 4.95. (4-6)
"A picture story following a student through each year of his medical education, sections of different medical specialties." ESLC

Greene, Carla. DOCTORS AND NURSES: WHAT DO THEY DO? Harper & Row, 1963, 2.50. (1-2)
"Tells what these people must study and how they help people who are sick." ESLC

Coy, Harold. DOCTORS AND WHAT THEY DO. Watts, 1956, 3.95. (6)
"An account of the work of the practicing physician..." ESLC

Ackley, Edith F. DOLLS TO MAKE FOR FUN AND PROFIT. Lippincott, 1951, 5.50. (4-6)
"Patterns and clear instructions for making many kinds of dolls." ESLC

Credle, Ellis. DOWN, DOWN THE MOUNTAIN. Nelson, 1961, 2.50. (3-5) Fic
"How Hetty and Hank ... raised some fine turnips, which they hoped to trade for shiny, squeaky shoes, and how their kindness of heart almost defeated their plan." Booklist

Ames, Lee J. DRAW, DRAW, DRAW. Doubleday, 1962, 2.50. (4-6)
"Easy-to-follow instructions and step-by-step examples for the would-be artist." ESLC

Rossomando, Frederic and others. EARNING MONEY. Watts, 1967, 2.65. (4-6)
"Tells how Mr. Carter who works for the telephone company earns money to buy the things his family needs. It explains overtime pay, income taxes and social security tax." ESLC

Haywood, Carolyn. EDDIE, THE DOG HOLDER. Morrow, 1967, 3.75. (3-5) Fic
"When Annie Pat goes into business painting dogs, Eddie becomes her partner, commissioning the portrait and persuading the reluctant subjects to pose. Artist and entrepronear learn to respect each other's talents and survive a series of lively mishaps guaranteed to amuse and instruct." ESLC

Hagarin, Mary. EQUAL JUSTICE UNDER LAW: OUR COURT SYSTEM AND HOW IT WORKS. Lothrop, Lee & Shepard, 1966, 3.95. (6)
"Explains how our state and federal courts work and tells how changes in court procedure bring our judicial system closer to ideal of equal justice under law ... Describes functions of the special tribunals -- arbitration, military and children's courts." ESLC

Perry, John and Jane Greverus Perry. EXPLORING THE FOREST. McGraw-Hill, 1962, 3.50. (5-6)
"A broad account of the many facets of forestry work, covering range wildlife, and recreation management." ESLC

Telfer, Dorothy. EXPLORING THE WORLD OF OCEANOGRAPHY. Childrens Press, 1968, 5.00. (4-6)
"A chapter on 'You and Oceanography' gives leads as to how one gets into this field." Book Buyer's Guide

Whitehead, Don. THE FBI STORY. Random, 1963, 3.95. (4-6)
"Illustrates work of FBI through accounts of kidnappings, murders, sabotage and espionage. One chapter describes requirements and training for career as FBI agent." ESLC

Bloethe, Louise L. THE FARMER AND HIS COWS. Scribner, 1957, 2.75. (K-2)
"An explanation of the many kinds of machines now used on a dairy farm and how different the work is as a result." ESLC

Howard, Robert West. FARMS. Watts, 1967, 2.65. (4-6)
"Provides a picture of farm life today, both in America and around the world." CC

Argenzio, Victor. THE FASCINATION OF DIAMONDS. McKay, 1966, 5.50. (6)
"Informative and entertaining reading about how diamonds are mined and cut, the six most famous diamonds in the world, diamonds as an investment and industrial diamonds." ESLC

Adler, Irving and Ruth Adler. FIBERS. Day, 1964, 2.86. (3-5)
"Introduces the many kinds of natural and man-made fibers in use today and describes the processes of manufacture; spinning, weaving, knitting and rope-making." ESLC

Torbert, Floyd J. FIREFIGHTERS THE WORLD OVER. Hastings House, 1967, 4.25. (4-6)
"How 17 different nations fight fire, how each country developed their firefighting techniques, and the special problems each nation overcame." ESLC

Sendick, Jeanne. THE FIRST BOOK OF AUTOMOBILES. Watts, 1966, 2.65. (4-6)
"A brief survey of the automobile and the automotive industry." ESLC

Tibbets, Albert B. THE FIRST BOOK OF BEES. Watts, 1952, 2.65. (1-4)
"Much information at an early level on bees and beekkeeping and their value to man both horticulturally and commercially." ESLC

Harrison, C. William. THE FIRST BOOK OF COMMERCIAL FISHING. Watts, 1964, 2.65. (5-6)
"Describes the different devices used in the detection and catching of fish. Modern uses of fish by-products. Government control and sponsorship of fishing and propagation of fish." ESLC

Burt, Olive W. THE FIRST BOOK OF COPPER. Watts, 1968, 2.65. (4-6)
Provides "a detailed history of the discovery, mining, smelting, refining, and varied uses of copper from ancient times to the present." Booklist

Rogers, Matilda. THE FIRST BOOK OF COTTON. Watts, 1954, 2.65. (4-6)
"The story of cotton: its origin, history, value as a crop, and the machines which were developed to clean, spin, and weave it into products for the world market." ESLC

Brewster, Benjamin. THE FIRST BOOK OF FIREMEN. Watts, 1951, 2.65. (1-3)
"A fascinating introduction in brief text and pictures, to firemen and the work they do - training, clothing, equipment, what the various firemen do at a fire and between fires, volunteer firemen, fireboats, forest fire fighting, fire fighters in other countries, and special terminology." Booklist

Luhrmann, Winifred B. THE FIRST BOOK OF GOLD. Watts, 1968, 2.65. (4-6)
"A record of gold, its uses, how it is mined, and when and how it was discovered." ESLC

Coy, Harold. THE FIRST BOOK OF HOSPITALS. Watts, 1964, 2.65. (4-6)
"A description of the work and special function of each department of a modern hospital - from central supply to front office." ESLC

Aichner, James A. THE FIRST BOOK OF LOCAL GOVERNMENT. Watts, 1964, 2.65. (6)
"An accurate account of the wide variations in local forms of government which also describes the work of different city departments." ESLC

Meyer, Jerome S. THE FIRST BOOK OF MECHANICAL DRAWING. Watts, 1963, 2.65. (6)
"A presentation of the rudiments of drafting, dimensioning, and section views, perspective and isometrics, shop drawing and lettering." Huntting

Kay, Eleanor. THE FIRST BOOK OF NURSES. Watts, 1968, 2.65. (5-6)
"Describes the changing role of nurses, explains new trends in education, and the various duties a nurse performs inside the hospital, in the military, as an industrial or public health nurse, and in other areas." CC

Burt, Olive. THE FIRST BOOK OF SALT. Watts, 1965, 2.65. (4-6)
"An introduction to this mineral ... telling where it comes from, how it is removed from the earth, and unusual ways in which it has been used." ESLC

Chase, Sara H. THE FIRST BOOK OF SILVER. Watts, 1969, 2.95. (4-6)
"Describes the manufacture of fine silver - past and present, its mining and refining, and the training of a silversmith, Book News

Bendick, Jeanne. THE FIRST BOOK OF SUPERMARKETS. Watts, 1954, 2.65. (3-5)
"The how and why of handling food in bulk; how it is purchased, transported, packaged and marketed is the story of a supermarket." ESLC

Streatfield, Noel. THE FIRST BOOK OF THE BALLET. Watts, 1953, 2.65. (4-6)
"Facts about the qualifications and training of a young ballet dancer are personalized through the experience of Anne, a would-be-ballerina.' ESLC

Cavanna, Betty and George R. Harrison. THE FIRST BOOK OF WOOL. Watts, 1966, 2.65. (4-6)
"Describes the properties of wool, its advantages and disadvantages, which animals supply the fleece, the importance of sheep raising, and the industry: spinning and weaving." ESLC

Floethe, Louise L. THE FISHERMAN AND HIS BOAT. Scribner, 1961. 3.25. (1-3)
Illustrates "a Florida fisherman's busy and rewarding life: setting the nets, caring for his boat, watching the tides and the weather, putting out to sea in good times and bad." Book Buyer's Guide.

Flora, James. FISHING WITH DAD. Harcourt, Brace & World, 1967, 3.50. (1-3)
"Daniel goes out on his father's commercial fishing boat and learns what it is like to be a deep-sea fisherman." ESLC

Wade, William W. FROM BARTER TO BANKING: THE STORY OF MONEY. Crowell-Collier Pr., 1967, 3.50. (6)
"Explains the functions of money and the relationship between the American dollar and gold; describes the various agencies which print, mint, distribute and guard our money; discusses the Federal Reserve System ... " ESLC

Wall, Gertrude Wallace. GIFTS FROM THE FOREST. Scribner, 1958, 3.31. (4-6)
"The entire picture of the lumber industry from tree to finished product." ESLC

Woolley, Catherine. GINNIE AND HER JUNIORS. Morrow, 1963, 2.95. (4-6) Fic
"Ginnie and Geneva enter the baby-sitting business. Geneva lacks ability to help with the babies and withdraws from the business." ESLC

Schull, Rebecca. GOVERNMENT AT WORK. Sterling, 1967, 3.95. (6)
"Presents tasks and responsibilities of three branches of federal government, showing origin of principles. Includes activities of independent regulatory agencies created by Congress and 'New Frontier' developments." ESLC

Eberle, Irmengarde. GRASSES. Walck, 1960, 3.00. (3-5)
"Includes information about corn, wheat, rice, sugar cane, bamboo, as well as meadow and prairie grasses ... Tells how they are planted, harvested, and used by animals and humans." Library Journal

Hay, Helen. HENRI'S HANDS FOR PABLO PICASSO. Abelard, 1966, 2.95. (3-5) Fic
"Henri is torn between wanting to be a baker like his father or a potter like his grandfather. But then Pablo Picasso comes to the town ... And Henri learns the joys of the potter and Picasso's art and of his father's skill as a baker." ESLC

Cleary, Beverly. HENRY AND BEEZUS. Morrow, 1952, 3.50. (3-5)Fic
"Henry Huggins, his dog Ribsy, and his friend Beezus, busy themselves with trying to earn enough money for Henry to buy a bicycle." ESLC

Cleary, Beverly. HENRY AND THE PAPER ROUTE. Morrow, 1957, 3.50. (3-5) Fic
"Henry is helped to achieve his ambition of securing a paper route by his sister Ramona, who sabotages his rival!" ESLC

Brown, Marcia. HENRY -- FISHERMAN: A STORY OF THE VIRGIN ISLANDS. Scribners, 1949, 3.50. (1-3) Fic
"A small boy yearns to become a fisherman like his father and goes on a fishing trip with him." ESLC

Robertson, Keith. HENRY REED'S BABY-SITTING SERVICE. Viking, 1966, 3.50. (4-6) Fic
"Henry and his partner, Midge, establish a company for baby-sitting services." ESLC

Gramatky, Hardie. HERCULES: THE STORY OF AN OLD-FASHIONED FIRE ENGINE. Putnam, 1940, 3.49. (K-3) Fic
"Action packed story of a horse-drawn fire engine which saves the City Hall when the modern counterpart fails." ESLC

Gramet, Charles. HIGHWAYS ACROSS WATERWAYS: FERRIES, BRIDGES, AND TUNNELS. Abelard-Schuman, 1966, 4.50. (4-6)
"Photographs and diagrams show how engineers have built bridges, tunnels, and ferries helping man overcome water barriers to travel and transportation in various lands."ESLC

Benenson, Lawrence A. HOW A HOUSE IS BUILT. Criterion Books, 1965, 3.50. (4-6)
"All aspects of house building are considered from choosing a suitable location and surveying the land to the completion of the structure and landscaping the grounds. The installation of plumbing, electrical and heating systems as well as insulation and waterproofing are included." ESLC

Cooke, David C. HOW ATOMIC SUBMARINES ARE MADE. Dodd, Mead, 1967, 2.99. (4-6)
"This newly revised edition has been expanded to encompass the most modern procedures in the construction of atomic submarines." ESLC

Cooke, David C. HOW AUTOMOBILES ARE MADE. Dodd, Mead, 1965, 3.25. (5-6)
"Automobile production from engineer's design to dealer's showroom, with photographs of each step." CC

Cooke, David C. HOW BOOKS ARE MADE. Dodd, Mead, 1963, 3.25. (4-6)
"From typesetting to binding and marketing, this is an account of the various processes of book manufacture with photographs accompanying each page of text." ESLC

Sullivan, George. HOW DO THEY GROW IT? Westminster Pr., 1968, 4.95. (5-6)
"Describes the production, packaging, and agricultural methods used in the growing of chocolate, bananas, olives, pepper, rubber, tobacco, cotton, tea, mushrooms, rice, grapefruit, pineapple, cork, peanuts, clover, tomatores, grapes, potatoes, sugar and coffee." CC

Sullivan, George E. HOW DO THEY MAKE IT? Westminster Pr., 1965, 3.95. (4-6)
"In this unusual book on modern industry each product is treated from its historical, ceremonial, literary backgrounds (where this applies) to the latest in the method and machines which produce it." ESLC

Cooke, David C. HOW HELICOPTERS ARE MADE. Dodd, Mead, 1961, 2.50. (4-6)
"A behind-the-scenes story of a modern helicopter factory. The author gives a step-by-step description of how a helicopter is conceived, designed, made and finally taken into the air." Huntting

Kane, Elmer R. HOW MONEY AND CREDIT HELP US. Benefic Press, 1966, 2.60. (6)
"Tells how money and credit help make modern business possible and discusses functions of modern banks." ESLC

Cooke, David C. HOW MONEY IS MADE. Dodd, Mead, 1962, 2.50. (4-6)
"Describes step-by-step, the paper used, the printing, the counting and even the destruction of U.S. money. Also described is the making of coins." CC

Cooke, David C. HOW PAPER IS MADE. Dodd, Mead, 1959, 3.25. (3-5)
"Work of a paper mill is traced from pulp to finished product." ESLC

Cooke, David C. HOW SUPERHIGHWAYS ARE MADE. Dodd, Mead, 1958, 2.99. (4-6)
"The step-by-step construction of a superhighway - from planning board to dedication ceremony - describes how men use materials and modern equipment to build roads strong enough to meet the demands of heavy traffic." ESLC

Glassner, Sherwin S. and Edward N. Grossman. HOW THE AMERICAN ECONOMIC SYSTEM FUNCTIONS. Benefic Press, 1968, 2.60. (4-6)
"How goods and services are produced and distributed in the American capitalistic system is described in conjunction with an explanation of the organization of one-man businesses, partnerships and corporations." ESLC

Banks, Marjorie Ann. HOW WE GET OUR DAIRY FOODS. Benefic Press, 1964, 2.00. (1-3)
"Facts about farms where cattle are raised to produce milk as well as about things made from milk." ESLC

Coggins, Jack. HYDROSPACE: FRONTIER BENEATH THE SEA. Dodd, Mead, 1966, 3.50. (4-6)
"The new frontier, 'hydrospace' or 'inner space', is concerned with the study of the seas which cover three-fourths of the earth's surface. Describes how this unexplored territory may one day provide undersea homes and careers for oceanographers, geologists, archeologists and many other scientists and workers while providing much-needed food, drinking water, minerals, ore, etc. for all mankind." ESLC

Williams, Barbara. I KNOW A MAYOR. Putnam, 1967, 2.52. (2-4)
"The major tells ... about the work of the councilmen, the city clerk, the assessor, the city engineer, the health department and of the other men and women who work in the city hall. This is the report of the second grade class president to his classmates" after his visit. ESLC

Henriod, Lorraine. I KNOW A POSTMAN. Putnam, 1967, 2.52. (1-3)
"The postman brings two young children postcards from their parents. He tells them about ZIP codes, shows them how he puts the mail for his route in his mailster. The children go to the branch post office.

Woolley, Catherine. I LIKE TRAINS. Harper & Row, 1965, 2.50. (K-2) Fic
"A small boy traveler is the center of interest in this simple description of trains and train travel." ESLC

Greene, Carla. I WANT TO BE A BAKER. Childrens Press, 1956, 2.50. (1-2)
"Bobby visits the bakery and sees how bread, cakes and pies are made." ESLC

Greene, Carla. I WANT TO BE A BASEBALL PLAYER. Childrens Press, 1961, 2.50. (1-2)
"Benny's older brother explains baseball to him, shows him how to practice and takes him to a big game." ESLC

Greene, Carla. I WANT TO BE A HOME-MAKER. Childrens Press, 1961, 2.50. (1-2)
"A little girl plays house and learns that to be a good homemaker one must be a cook, cleaner, nurse, teacher, and artist." ESLC

Greene, Carla. I WANT TO BE A NURSE. Childrens Press, 1957, 2.50. (K-2)
"Uses a doll who is 'ill' to tell about a nurse's training and work." ESLC

Greene, Carla. I WANT TO BE A POSTMAN. Childrens Press, 2.50. (K-2)
"Young Hank is delighted when the postman has a letter for him ... from a cousin in the country who offers to send him some baby ducks. By the time the ducks arrive via parcel post, Hank has learned so much about mail service that he wants to be a postman." CC

Greene, Carla. I WANT TO BE A SPACE PILOT. Childrens Press, 1961, 2.50. (1-3)
"Kip rides in a jet with Father and learns something about space." ESLC

Greene, Carla. I WANT TO BE A TRUCK-DRIVER. Childrens Press, 1958, 2.50. (1-3)
Mary and John see many kinds and sizes of trucks doing the work that makes their community life possible. Easy-to-read. ESLC

Young, Miriam. IF I DROVE A TRUCK. Lothrop, 1967, 3.50. (K-1)
"A little boy considers the different kinds of trucks he would like to drive when he grows up. He reviews the possible advantages of milk delivery, ice cream, sprinkler, dump, telephone repair and fire trucks, horse vans, snow-plows, etc." CC

Meyer, Jerome S. IRON & STEEL. World, 1966, 3.50. (6)
"Development of the blast furnace; iron and its uses ... and latest developments in steel industry ... photographs of many processes are dramatic." ESLC

Coatsworth, Elizabeth. JOCK'S ISLAND. Viking Press, 1963, 3.19. (4-6) Fic
"When a new volcano erupts, Jock, a dog, continues his work of sheepherding even after the people are evacuated." ESLC

Hayes, William D. JOHNNY AND THE TOOL CHEST. Atheneum, 1964, 3.25. (3-5) Fic
"When Johnny's father insists that Johnny raise half of the money he needs for a tool chest, Johnny decides to win the yard decoration contest for Pioneer Day ... In the end, a job suddenly looks like the easy way to the tool chest." CC

Raymond, Charles. JUD. Houghton Mifflin, 1968, 3.50. (4-6) Fic
"Jud Harrow is a spoiled weak city boy, reluctant to help his parents in any way with home duties. When the family moves to the Smoky Mountains, life is very different. Jud learns the satisfaction of work ..." ESLC

Cutler, Katherine N. JUNIOR FLOWER ARRANGING. Barrows, 1954, 3.50. (4-6)
"Basic principles of flower arrangement, directions for selecting, keeping, and arranging the flowers; and advice on preparing exhibits for shows are all covered in Part I of this book." Wisconsin Library

Lauber, Patricia. JUNIOR SCIENCE BOOK OF VOLCANOES. Garrard, 1965, 2.19. (4-6)
"Discusses the birth and behavior of many known volcanoes, also, the causes and results of them, and the work of volcanologists who study them." ESLC

Graham, Jory. KATIE'S ZOO. Encyclopedia Britannica, 1964, 1.56. (1-3)
"This girl's father is a zookeeper and she lives in a house right in the zoo." ESLC

Burton, Virginia Lee. KATY AND THE BIG SNOW. Houghton Mifflin, 1943, 3.50. (K-3) Fic
"Katy was a big, strong crawler tractor. In the summertime she wore a bulldozer and pushed dirt and in the wintertime she wore a snow plow and kept the roads clear." Huntting

Spencer, Cornelia. KEEPING AHEAD OF MACHINES. J. Day, 1965, 3.50. (6) "Explains meaning of automation and its impact on work and leisure of labor force." ESLC

Ernst, Morris L. and Alan U. Schwartz. LAWYERS AND WHAT THEY DO. Watts, 1964, 3.95. (6)
"Describes work of lawyers in various areas of law. Includes advice on beginning a career in law and discusses place of lawyers in society." ESLC

Burt, Olive. LET'S FIND OUT ABOUT BREAD. Watts, 1966, 2.65. (3-5)
"Discusses the planting and harvesting of wheat, what happens at the mill and how machines at the modern bakery make a dough, cut and shape it into loaves, bake them and then wrap the bread." ESLC

Whitney, David C. LET'S FIND OUT ABOUT MILK. Watts, 1967, 265. (1-2)
"This simple book ... tels ... that the source of milk is cows, that after milking, the milk is transported to the dairy where it is inspected, pasteurized and homogenized, and made ready for delivery..." ESLC

Shapp, Martha and Charles Shapp. LET'S FIND OUT ABOUT THE UNITED NATIONS. Watts, 1962, 2.65. (1-3)
"Pictures and simple explanation of aims of United Nations to maintain world peace and to teach people how to live better." ESLC

Knight, David C. LET'S FIND OUT ABOUT WEATHER. Watts, 1967, 2.65. (1-3)
"A simply written text about the causes of weather and how it affects our lives ... Included is a section on weather forecasting." ESLC

Rowland, Florence W. LET'S GO TO A HOSPITAL. Putnam, 1968, 2.29. (1-4)
Describes "what happens to a boy when he goes to the hospital to have his tonsils removed" and shows some of the daily activities in the hospital as well. ESLC

Wolfe, Louis. LET'S GO TO A PLANETARIUM. Putnam, 1958, 2.29. (1-3)
"An invitation to see the wonders of a planetarium." ESLC

Sootin, Laura. LET'S GO TO A POLICE STATION. Putnam, 1957, 1.95. (1-3)
"Describes a typical city police station, different kinds of work that are carried on there and the many ways in which policemen help their community." ESLC

Buchheimer, Naomi. LET'S GO TO A POST OFFICE. Putnam, 1964, 2.29. (1-3)
"How mail is sorted, canceled, tied into bundles, put into pouches and onto mail trucks." ESLC

Lehman-Haupt, Hellmut. THE LIFE OF THE BOOK, HOW THE BOOK IS WRITTEN, PUBLISHED, PRINTED, SOLD, AND READ. Abelard, 1957, 3.50. (4-6)
"Explains how books are written and published today and then how they are printed and designed." ESLC

Lenski, Lois. THE LITTLE AIRPLANE. Walck, 1961, 2.50. (K-2)
"Mr. Small pilots an airplane, with just enough factual information and story drama to satisfy the very young child." ESLC

Piper, Watty. THE LITTLE ENGINE THAT COULD. Platt & Munk, 1961, 1.50. (K-2) Fic
"When the little red engine broke down, it needed help to get its cargo for boys and girls over the mountain. Only the Little Blue Engine offered its service, and doubtful at first, but finally and determined and confident effort, pulled the cargo over the mountain." CC

Lenski, Lois. THE LITTLE FARM. Walck, 1942, 2.75. (K-2) Fic
"Farmer Small runs his little farm; this tells ... about all the chores he has to do." ESLC

Lenski, Lois. THE LITTLE FIRE ENGINE. Walck, 1960, 2.25. (K-2)
A busy day in the life of Fireman Small." ESLC

Swift, Hildegarde H. and Lynd Ward. THE LITTLE RED LIGHTHOUSE AND THE GREAT GRAY BRIDGE. Harcourt, Brace & World, 1942, 3.25. (K-2) Fic
"The little lighthouse fears that it will no longer be needed with the building of a bridge and its powerful beacon but it finds both are important." ESLC

Gramatky, Hardie. LITTLE TOOT. Putnam, 1939, 3.00. (K-2) Fic
"A frivolous tugboat proves its worth in time of disaster at sea." ESLC

Lenski, Lois. THE LITTLE TRAIN. Walck, 1960, 2.25. (K-2)
"Introduces Mr. Small and his small black engine, which he keeps in tip-top condition. Explains what happens on a train's run." ESLC

Hildick, E. W. LOUIE'S LOT. White, 1968, 3.95. (5-6) Fic
"Louie is a milman and every boy in his small English town wants to work for him." CC

Kriger, Malcolm D. and others. LUMBER IN PICTURES. Sterling, 1963, 3.95. (4-6)
"Lumber, the making of lumber, the world's lumber forests, forestry controls, lumber transportation and the uses of lumber are aspects of the lumber industry shown in black-and-white photographs." ESLC

Saunders, F. Wenderoth. MACHINES FOR YOU. Little, 1967, 3.95. (3-5)
"The functions of such heavy, mobile equipment as bulldosers, graders, and snowplows are described in terms of their services to the community ...

Aulaire, Ingri D' and Edgar Parin d'Aulaire. THE MAGIC MEADOW. Doubleday, 1958, 3.50. (1-3) Fic
"Describes the daily life of Peterli and his grandfather -- making cheese, herding the animals and guiding tourists." ESLC

Buehr, Walter. THE MAGIC OF PAPER. Morrow, 1966, 3.25. (4-6)
Relates "the need for paper throughout the world ... the history of papermaking ... papermaking today ... and ... paper in the future." Library Journal

Richter, Edward J. THE MAKING OF A PILOT. Westminster Pr., 1966, 3.75. (5-6)
"Despite its title, tells nothing about how to become a pilot, but what it takes to be a good one ... An inside account of private, commercial and military flying." ESLC

McFall, Christie. MAPS MEAN ADVENTURE. Dodd, Mead, 1961, 3.00. (4-6)
Describes how maps are made - weather maps, nautical charts, road maps, the first accurate map of the moon, political maps; how to interpret symbols used; the difference in relief, topographic, mercator and other kinds of maps... Author is a cartographer. ESLC

Bergaust, Erik and William O. Foss. THE MARINE CORPS IN ACTION. Putnam, 1965, 2.95. (4-6)
"Deals with all aspects of amphibious force -- its history, traditions, weapons, selection of men and officers, their rugged training, reserve unit pilots and women Marines." ESLC

Buehr, Walter. THE MARVEL OF GLASS. Morrow, 1963, 3.32. (4-6)
"A history of glass making, from a description of what life was like before its invention down to the present day hand-made glass industry and the modern mechanized production of glass." ESLC

Arnold, Oren. MARVELS OF THE U.S. MAIL. Abelard, 1964, 3.25. (4-6)
"Discusses work of employees of Post Office Department in receiving and delivering letters, cards, newspapers, magazines and parcels..." ESLC

Hyde, Margaret O. MEDICINE IN ACTION; TODAY & TOMORROW. McGraw, 1964, 3.50. (4-6)
"Readable text gives a clear overview of the medical profession including the work of doctors, nurses, technicians, pharmacologist, therapists aids, psychiatrists, social workers, etc." Science Books

Smith, Frances C. MEN AT WORK IN ALASKA. Putnam, 1967, 2.60. (4-6)
Presents a survey of the "diverse industries which flourish in Alaska: forestry, trapping, airplane construction, farming (fishing, fish canning) and mining. It also offers a glimpse of the military, the government and clerical work pursued in the more urbanized locales of this vast state." Huntting

Rubicam, Harry C. MEN AT WORK IN THE GREAT PLAINS STATES. Putnam, 1961, 3.00. (4-6)
"Describes the growing of cotton, rice, soybeans, pecans and hay; the raising of cattle, sheep and goats and the processing of animals in meat packing plants... the manufacture of shoes, tin cans and glass; gold mining and drilling for natural oil and gas." ESLC

Lent, Henry B. MEN AT WORK IN NEW ENGLAND. Putnam, 1967, 2.75. (4-6)
"Surveys varied industries carried on in some of the 25,000 mills, plants and factories of these six busy states. Included are brief discussions of manufacture of aircraft engines, tools, costume jewelry, metal products, helicopters, textiles, shoes, electronic devices and aerospace reentry vehicles." ESLC

Hyde, Wayne. THE MEN BEHIND THE ASTRONAUTS. Dodd, Mead, 1965, 3.50. (5-6)
"Describes how the work of millions of men contributed to the successful flight of Project Mercury. Useful also as a career guide in the description of the many jobs requiring designers, technicians, engineers, inspectors, food handlers, etc. for the Space Age." ESLC

Dempsey, Michael and Clare Dover. THE METALIC SKILLS; FOUNDATIONS OF METALLURGY. Low, 1966, 5.25. (4-6)
"Describes metals and the ores from which they are procured; physical and working properties of metals; methods of production; how they are worked for use: rolling, forging, etc.; and, how metal parts are measured." ESLC

Burton, Virginia Lee. MIKE MULLIGAN AND HIS STEAM SHOVEL. Houghton Mifflin, 1939, 3.25. (K-3) Fic
"Mary Anne, the steam shovel, is old fashioned, but she and her owner prove they can still dig and be of use in the town of Popperville." ESLC

Atwater, Richard and Florence Atwater. MR. POPPER'S PENGUINS. Little, Brown, 1939, 3.50. (3-6) Fic
"Mr. Popper changes his occupation from house painter to trainer of a penguin vaudeville troupe." ESLC

Barr, Jene. MR. ZIP AND THE U.S. MAIL. Whitman, 1968, 1.50. (1-3)
"Tells about the busy mailman and the many people who help us get our mail in a hurry." ESLC

Schwartz, Alvin. MUSEUM; THE STORY OF AMERICA'S TREASURE HOUSES. Dutton, 1967, 5.95, (6)
Contains "an especially good chapter on museum careers, opportunities, training, salaries" as well as a description of museum services. ESLC

Colby, Carroll B. THE NATIONAL GUARD; PURPOSE, TRAINING AND EQUIPMENT. Coward, 1968, 2.97. (4-6)
"Photographs and brief text present these citizen-soldiers in camp, in training center for jungle warfare, learning how to care for and use their weapons, flying their aircraft, standing guard after a riot and setting out on a mercy mission." ESLC

Baldwin, Hanson W. THE NEW NAVY. Dutton, 1965, 4.95. (6)
"Describes in detail submarines, aircraft carriers, destroyers, cruisers, planes, weapons, equipment, amphibious techniques and the men that make up today's United States Navy." ESLC

Tracy, Edward B. THE NEW WORLD OF ALUMINUM. Dodd, Mead, 1967, 3.25. (4-6)
"Its development as an industry, production oerations, the manufacturing of products, and the properties and alloys of aluminum precede a consideration of the uses and the future of this new metal." ESLC

Sullivan, George. THE NEW WORLD OF CONSTRUCTION ENGINEERING. Dodd, Mead, 1968, 3.25. (4-6)
"The author looks at the civil engineering of today and the future." CC

Tracy, Edward B. THE NEW WORLD OF COPPER. Dodd, Mead, 1964, 2.99. (4-6)
"The story of copper and copper aloys and their importance commercially is traced from primitive times to the present with photographs illustrating the efficient mining, smelting, refining, and manufacturing methods of today." ESLC

Eberle, Irmengarde. THE NEW WORLD OF FABRICS. Dodd, Mead, 1964, 2.99. (4-6)
"Clear explanation of how we use and manufacture woolen, silk, cotton and linen fabrics additional sections on man-made fibers such as asbestos and newer ones like nylon. The steps in manufacture of yarns and fabrics are also covered." ESLC

Lewis, Alfred. THE NEW WORLD OF FOOD. Dodd, Mead, 1968, 3.25. (5-6)
"A survey of the progress that has been made in food production." Science Books

Eberle, Irmengarde. THE NEW WORLD OF GLASS. Dodd, Mead, 1963, 3.25. (5-6)
"A history of fine glassmaking concluding with modern developments and uses for glass in art, building materials, scientific instruments, aircraft, and space vehicles." Book Buyer's Guide.

Lewis, Alfred. THE NEW WORLD OF PLASTICS. Dodd, Mead, 1963, 2.99. (5-6)
"How plastic has been developed, what it is now being used for in many different forms, and what we can expect of plastic in the future." Book Buyer's Guide.

Eberle, Irmengarde. THE NEW WORLD OF RUBBER. Dodd, Mead, 1966, 3.25. (4-6)
"The story of rubber from its discovery and development in South America to the modern synthetic rubber factories of today." Book Buyer's Guide.

Bradley, Duane. THE NEWSPAPER - ITS PLACE IN A DEMOCRACY. Van Hostrand, 1965, 3.50. (6)
"Analyzes the place of the newspaper in United States today ... Includes discussion of the work of a newsman, problems of freedom of the press, uses of propaganda." ESLC

Schwartz, Alvin. THE NIGHT WORKERS. Dutton, 1966, 3.95. (3-5)
"The night workers of a great city are described from the time late in the afternoon when the first night nurse goes on duty until early the next morning when the first workers begin to flood the subways and buses." ESLC

Piatti, Celestino. THE NOCK FAMILY CIRCUS. Atheneum, 1968, 4.95. (K-3)
"A typical day in the life of the Nock's, a real Swiss circus family, shows many 'behind the scenes' activities, school for circus children, and the excitement of the actual performance." ESLC

Stevens, Leonard A. NORTH ATLANTIC JET FLIGHT. Crowell, 1968, 3.75. (5-6)
"A behind-the-scenes account of a jet flight across the Atlantic Ocean from the eastern United States to Central Europe ... carrying 130 passengers, air mail, and various other cargo." CC

Spilhaus, Athelstan. THE OCEAN LABORATORY. Creative Education Society, 1967, 5.95. (6)
Covers the early history of oceanography, present day research and exciting possibilities of the future when man may occupy the sea." ESLC

Bergaust, Erik and William O. Foss. OCEANOGRAPHERS IN ACTION. Putnam, 1968, 3.29. (5-6)
"This good but brief account of the field of oceanography includes well-written descriptions of ocean surveying, fishery research and the use of atomic power on the sea. It also contains a chapter explaining how to become an oceanographer." Library Journal

Jacobs, Lou. OIL, U.S.A. Elk Grove Press, 1967, 3.79. (4-6)
"Brief survey of the oil industry of the United States - the exploring for oil, drilling for oil, the transporting of oil, the refining of crude oil, and how oil goes to market. ESLC

Robinson, Barry and Martin J. Dain. ON THE BEAT. Harcourt, Brace & World, 1968, 2.95. (2-4)
"The day-to-day activities of two patrolmen 'on the beat' in a big city are described." Book Buyer's Guide

Symons, Arthur. 101 THINGS A BOY CAN DO AROUND THE HOUSE. Sterling, 1961, 1.95. (4-6)
"A do-it-yourself handbook for boys interested in home repairs." ESLC

Benchley, Nathaniel. OSCAR OTTER. Harper, Row, 1966, 2.50. (1-3)
"A spunky young otter who builds a slide up the mountainside far from the safe pond below is chased by a procession of animals." ESLC

Bei, Mario. OUR NATIONAL HERITAGE. Houghton Mifflin, 1965, 2.95. (4-6)
"Describes contributions of work, ideas and culture which various national and racial groups have made to America. Emphasizes spirit of cooperation which has built this nation." ESLC

Boeckman, Charles. OUR REGIONAL INDUSTRIES: THEIR BEGINNINGS AND GROWTH. Criterion Books, 1966, 2.65. (6)
"Explains why certain industries began and prospered in particular areas of the United States. Included are accounts of the Texas cattle industry, manufacture of automobiles in Detroit, oil in Oklahoma, Elkhart musical instrument makers, sponge-fishing industry, Boston shoemakers, Wisconsin brewers, movie industry in Hollywood and meat-packing in Chicago." ESLC

Foster, Joanna. PAGES, PICTURES, AND PRINT; A BOOK IN THE MAKING. Harcourt, Brace & World, 1958, 2.95. (5-6)
"Primarily a comprehensive study of the modern printing industry, the treatment is one of describing how a young author's manuscript becomes a book." ESLC

Meyer, Jerome S. PAPER. World, 1960, 3.00. (5-6)
"Traces the history of paper making ... Describes modern methods of paper making, particularly the chemical process, and discusses the making of paperboard for boxes and cartons." CC

Garber, Elizabeth H. PAT, THE PLAYGROUND LEADER. Whitman, 1961, 1.50. (1-3)
"Tells about Pat and his work in the playground and park." ESLC

Lobsenz, Norman M. THE PEACE CORPS. Watts, 1968, 2.65. (5-6)
"This survey traces the formation and progress of the Peace Corps with stories about the Peace Corps volunteers and their work." Book Buyer's Guide

McCormick, Jo Mary. PEARLS IN PICTURES. Sterling, 1966, 3.95. (4-6)
"The history of pearls and oysters ... and the industry which has grown up around this gem ..." ESLC

Beskow, Elsa. PELLE'S NEW SUIT. Harper & Row, n.d., 3.25. (K-3) P/C
"A Swedish boy has to work at many different things before he can earn his new suit." ESLC

Weiss, Harvey. PENCIL, PEN AND BRUSH: DRAWING FOR BEGINNERS. Young Scott Books, 1961, 3.95. (4-6)
"Architects, engineers, carpenters, and cartoonists as well as other artists, painters, and sculptors use pen and pencil to explain an idea." ESLC

Taylor, Theodore. PEOPLE WHO MAKE MOVIES. Doubleday, 1967, 3.95. (6)
"Movie-making requires the talents of many people, only a small percentage of whom are actors." ESLC

Brooks, Anita. THE PICTURE BOOK OF GRAINS. J. Day, 1962, 2.75. (4-6)
"Photographs on every page of major grain-producing areas of the world, crops, planting and harvesting, machinery and methods..." AAAS

Brooks, Anita. THE PICTURE BOOK OF OIL. J. Day, 1965, 3.50. (4-6)
"The story of petroleum from the industrial point of view: the men and machines which are used in the search, digging, refining, processing and distribution of petroleum products. Useful, also, in studies on vocations." ESLC

Brooks, Anita. THE PICTURE BOOK OF SALT. J. Day, 1964, 3.00. (4-6)
"Covers three ways of obtaining salt: from the sea through evaporation, by mining, and by hydraulic drilling of salt layers of earth." ESLC

Harlan, Jack R. PLANT SCIENTISTS, AND WHAT THEY DO. Wats, 1964, 3.95. (6)
"The significance and history of a number of the kinds of occupations of plant scientists is described through specific examples ranging in location from an Ethiopian hillside farm, to a 'dig' in Iran, and a garden in Carlifornia." ESLC

Deming, Richard. POLICE LAB AT WORK. Bobbs-Merrill, 1967, 2.65. (4-6)
"Tells how criminal investigators solved actual cases by studying human and animal hair, foot prints, tire treads, soil, metal, paint and poison obtained as evidence against criminals." ESLC

Lenski, Lois. POLICEMAN SMALL. Walck, 1962, 2.50. (K-2)
"A simple song introduces the traffic policeman who has a busy day filled with many happenings." ESLC

Torbert, Floyd J. POLICEMEN THE WORLD OVER. Hastings, 1965, 3.50. (4-6)
"Survey of origin, development and duties of police forces in nineteen countries of the world." ESLC

Howard, Vernon. PUPPET AND PANTOMIME PLAYS. Sterling, 1962, 2.95. (3-5)
"How to make puppets, build puppet theatres and create puppet shows. Directions for pantomimes are included for both puppet and human actors." ESLC

Wiseman, Ann. RAGS, RUGS AND WOOL PICTURES; A FIRST BOOK OF RUG HOOKING. Scribner, 1968, 2.65. (4-6)
"A very simple explanation ... on how to hook rugs." ESLC

Greene, Carla. RAILROAD ENGINEERS & AIRPLANE PILOTS, WHAT DO THEY DO? Harper & Row, 1964, 1.95. (1-2)
Easy-to-read explanation of the work of the railroad engineer and the airplane pilot. ESLC

Ottley, Reginald. RAIN COMES TO YAMBOORAH. Harcourt, Brace & World, 1968, 3.50. (5-6) Fic
A story "about a boy (never named) who works on a cattle station in the Australian Outback." Chicago. Children's Book Center.

Slobodkin, Louis. READ ABOUT THE POLICEMAN. Watts, 1966, 2.65. (3-5)
"Traces the development of law enforcement. Describes the selection and training of policemen and policewomen and their responsibilities in special squads and divisions of the New York Police Department." ESLC

Slobodkin, Louis. READ ABOUT THE POSTMAN. Watts, 1966, 2.65. (3-5)
"Briefly describes different ways in which mail has been delivered from slaves of Persian kings to modern airmail. Last chapter deals with United States postal service." ESLC

Hammond, Winifred. RICE: FOOD FOR A HUNGRY WORLD. Coward, 1961, 3.50. (5-6)
"Economic, geographical, religious, scientific, agricultural and historical aspects of rice-growing presented in a readable account." ESLC

Carlisle, Norman. RICHES OF THE SEA; THE NEW SCIENCE OF OCEANOLOGY. Sterling, 1967, 4.95. (6)
"Fascinating descriptions of the search for minerals, undersea living, scientific fish farming, underwater archaeology, putting dolphins to work and the final step toward making men undersater creatures as visualized by Jacques-Yves Cousteau." ESLC

Carlson, Bernice W. THE RIGHT PLAY FOR YOU. Abingdon Pr., 1960, 3.00. (4-6)
"Very practical suggestions for writing plays and for adapting stories and legends into play form, as well as directions for production." ESLC

Ottley, Reginald. THE ROAN COLT. Harcourt, Brace & World, 1967, 3.25. (5-6) Fic
"The vast distances of Australia, the kind of people who work on it are magnificently evoked" in this book. CC

Carlson, Natalie S. SAILOR'S CHOICE. Harper & Row, 1966, 3.50. (4-6) Fic
"Determined to become a seal hunter, orphaned, thirteen-year-old Jamie of Newfoundland stows away on Captain Wight's sealing schooner ... Scenes of Newfoundland village life and of sailing and sealing off the Labrador coast add flavor and zest to the well-told story." Booklist

Coldin, Augusta R. SALT. Crowell, 1965, 2.95. (1-3)
"Gives a few facts about what salt is, where it comes from, how to 'grow' it, and ways it is used." ESLC

Johnson, Lillian. SCULPTURE; THE BASIC METHODS AND MATERIALS. McKay, 1960, 5.95. (6)
"Describes techniques, materials, and tools for the beginner in wood, clay, stone, new plastic metals, etc." ESLC

Engel, Leonard. THE SEA. Adopted by the editors of Silver Burdett from a volume in the Life Nature Library. Silver Burdett, 1964, 4.95. (6)
"A comprehensive study of the sea ... Includes sections on ... the occupational opportunities afforded through man's study of inner space." ESLC

Du Soe, Robert C. SEA BOOTS. McKay, 1967, 2.95. (5-6) Fic
"A story of deep sea fishing off the coast of Lower California. The main character is Pedro ... whose sometimes humorous, sometimes dangerous trial and error system of learning the ways of his career as a fisherman, sees him through many exciting adventures." CC

Colby, Carroll B. SECRET SERVICE; HISTORY, DUTIES, AND EQUIPMENT. Coward, 1966, 2.75. (4-6)
"Describes the selection, training, and duties of special agents and the equipment and methods used by this law enforcement and protective service." Booklist.

Schuon, Karl and Ronald D. Lyons. SERVICEWOMEN AND WHAT THEY DO. Watts, 1964, 3.95. (6)
"Detailed information about enlistment, training, uniforms, responsibilities, education and career opportunities for women in military service." ESLC

Israel, Marion Louise. SHEEP ON THE RANCH. Melmont, 1965, 2.50. (1-3)
"The operation of a sheep ranch: preparing for the lambs, feeding, herding, and shearing." ESLC

Peterleigh, David R. SHOOFLY. Follett, 1963, 1.100. (3-5)
"To relieve surface traffic congestion and still maintain train service, a shoofly (temporary track) is laid to skirt the area while the construction of an underpass goes forward. How this is done is explained in this brief text with its colorful illustrations." ESLC

Colby, Carroll B. THE SIGNAL CORPS TODAY; ITS ROLE IN MODERN WARFARE. Coward, 1966, 2.97. (4-6)
"Describes the history of the Corps, the interesting and varied duties of the men, and the very latest kind of equipment used - much of it electronic." ESLC

Scott, Barbara Ann and Michael Kirby. SKATING FOR BEGINNERS. Knopf, 1953, 4.19. (5-6)
"Basic principles of ice skating, figure skating and ice ballet together with a history of skating and a backstage account of an ice show." ESLC

Coombs, Charles. SKYHOOKS; THE STORY OF HELICOPTERS. Morrow, 1967, 3.50. (4-6)
"Points up the versatility and indispensability of the helicopter its limitations, and its importance in war, fire fighting, agriculture, rescue work, traffic control and transportation." ESLC

Bixby, William. SKYWATCHERS; THE U.S. WEATHER BUREAU IN ACTION. McKay, 1962, 3.50. (6)
"Describes the work and operation of the Weather Bureau, mentioning instances when weather changed the course of history." ESLC

Greene, Carla. SOLDIERS AND SAILORS, WHAT DO THEY DO? Harper & Row, 1963, 1.95. (1-2)
"Tells about our service men - what they learn and how they help to keep us safe." ESLC

Splaver, Sarah. SOME DAY I'LL BE A DOCTOR. Hawthorn Books, 1967, 3.00. (6)
"A brief history of medicine introduces this direct exploration of what it takes to become a doctor." ESLC

Polarsky, Osmond. SONGS OF THE EMPTY BOTTLES. Walck, 1968, 3.75. (3-4) Fic
"The story of Thadeus who took on the slow discouraging work of collecting bottles and old newspapers so that he could buy himself a guitar." CC

Behrens, June. SOO LING FINDS A WAY. Golden Gate Jr. Books, 1965, 2.95. (1-3) Fic
"When a new laundromat opens across from her grandfather's hand laundry, a little girl decides she must find a way to help her grandfather's business." ESLC

Colby, Carroll B. SPECIAL FORCES, THE U.S. ARMY'S EXPERTS IN UNCONVENTIONAL WARFARE. Coward, 1964, 2.50. (5-6)
"Gives brief explanations with photographs of what it takes to win the right to wear the 'ceret' and the variety of activities by those members of the armed forces." ESLC

Armer, Alberta. STEVE AND THE GUIDE DOGS. World, 1965, 3.75. (5-6) Fic
"A present-day California 4-H clum member ... has problems trying to raise and train a guide dog for the blind." ESLC

Adler, Irving and Ruth Adler. THE STORY OF A NAIL. J. Day, 1961, 2.00. (3-5)
Presents an evolution of nails, types of nails ... process of nailmaking from raw material to finished product." CC

Floethe, Louise Lee. THE STORY OF LUMBER. Scribner, 1962, 3.25. (3-5)
"How ... trees are reached deep in the forest, cut down, and carried to the mill is the story of lumber and the lumberman." ESLC

Simon, Irving B. THE STORY OF PRINTING, FROM WOOD BLOCKS TO ELECTRONICS. Harvey House, 1965, 3.95. (6)
"Discusses the history of printing, the major processes and operations in use today, and what careers are open in the printing industry in this era of automation." EXLC

Weller, George. THE STORY OF SUBMARINES. Random House, 1962, 1.95. (4-6)
"A fast-paced account of life aboard a submarine and the role it plays in warfare." ESLC

Kuhn, Ferdinand. THE STORY OF THE SECRET SERVICE. Random House, 1965, 1.95. (4-6)
"Describes the agency's role in protecting the Presidents and apprehending counterfeiters. Accounts which illustrate the agents' work are based on official reports ... " ESLC

Ingeman, Jack. STUDENT NURSE. Lothrop, 1966, 4.95. (4-6)
"A pictorial story of the training of a student nurse from her probation period and first hospital experiences to the capping ceremony." ESLC

Dadin, Michael. SUBMARINES. Rand McNally, 1963, 2.75. (5-6)
"Excellent photographs and diagrams explain the functions of submarines and the duties of the men who man them." ESLC

Hammond, Winifred G. SUGAR FROM FARM TO MARKET. Coward-McCann, 1967, 3.29. (4-6)
"An overview of the sugar industry is presented ... growing, processing, and distribution of sugar and sugar products, considering both the beet and cane industries. Science Book.

Colby, Jean P. TEAR DOWN TO BUILD UP; THE STORY OF BUILDING & WRECKING. Hastings, 1960, 2.95. (4-6)
"Old buildings must be torn down to make way for new skyscrapers, homes, schools, parks and freeways. How men accomplish this quickly and safely is described through the tools, machinery and modern methods now in use." ESLC

Bendick, Jeanne and Robert Bendick. TELEVISION WORKS LIKE THIS. Whittlesey, 1965, 3.50. (4-6)
"Informal and lively explanation of how your television programs originate, who engineers and directs them, and by what means they appear on your screen." ESLC

Taylor, L. B. THAT OTHERS MAY LIVE: THE AEROSPACE RESCUE AND RECOVERY SERVICE. Dutton, 1967, 3.95. (6)
"Summarizes the history of aerial rescue, discusses the regorous training of pararescuemen and their assignment to eighty-seven bases in twenty countries, and describes day-to-day work of Service in Vietnam..." ESLC

Kahane, Melanie. THERE'S A DECORATOR IN YOUR DOLL HOUSE. Athenaum, 1968, 9.95. (2-6)
"The elements of decoration are taught through explicit and detailed instructions on the decoration and design of doll houses." ESLC

Romano, Louis G. and Nicholas P. Georgiady. THIS IS A DEPARTMENT STORE. Follett, 1962, 1.00. (3-5)
"A description of the various operations that make up the work of a modern department store." CC

Agle, Nan H. and Ellen Wilson. THREE BOYS AND A LIGHTHOUSE. Scribner, 1951, 2.75. (2-4) Fic
"Three small boys spend an eventful summer in an island lighthouse with their father, the lighthouse keeper." CC

Beim, Jerrold. TIM AND THE TOOL CHEST. Morrow, 1951, 3.14. (1-3)
"When a boy begins to be interested in building things, his father helps him." ESLC

Paradis, Adrian A. TOWARD A BETTER WORLD, THE GROWTH AND CHALLENGE OF SOCIAL SERVICE. McKay, 1966, 2.65. (6)
"Second section describes activities of today's case worker, training for careers in social work and opportunities in this profession." ESLC

Dowdell, Dorothy. TREE FARMS HARVEST FOR THE FUTURE. Bobbs-Merrill, 1965, 4.00. (5-6)
Describes "how tree farms are started; how the farms are protected; how research is helping to develop faster growing hybrid trees. ... A chapter on careers in forestry and one on the variety of products that come from the forest." ESLC (Publisher's note)

Greene, Carla. TRUCK DRIVERS: WHAT DO THEY DO? Harper & Row, 1967, 1.95. (1-2)
"Truck drivers in the city and truck drivers on the open road, how trucks work for us and the activities of the truck driver are described in this easy-to-read book ..." ESLC

Elting, Mary. TRUCKS AT WORK. Harvey House, 1962, 2.95. (1-4)
"Descriptions of many kinds of trucks and trailers, the loads they haul, and the way drivers arrange their routes." CC

Colby, Carroll B. TRUCKS ON THE HIGHWAY: PICKUPS, PANELS, FLATBEDS, BIG RIGS AND SPECIAL-PURPOSE CARGO MOVERS. Coward, 1964, 2.50. (4-6)
"Brief explanations with photographs of many different kinds of trucks, the work they perform in today's world and how they are operated." ESLC

Stevens, Leonard A. THE TRUCKS THAT HAUL BY NIGHT. Crowell, 1966, 3.50. (3-5)
"Describes the night work of a driver from the loading at one terminal to delivery at another and also explains the care and skills required of a trailer truck driver." "ESLC

Liner, Opal. I. S. THE TRUE BOOK OF POLICEMEN AND FIREMEN. Childrens Press, 1954, 2.00. (1-3)
"Simple explanation of how policemen and firemen qualify for their jobs, how they are trained and the different kinds of work they do." ESLC

Lavine, David. UNDER THE CITY. Doubleday, 1967, 3.50. (5-6)
"Will provide the youngster who is shopping around for information on future occupations and careers with glimpses of the important work engineers, technicians, and tradesmen perform in those underground labyrinths beneath our large cities." Science Books

Buehr, Walter. UNDERGROUND RICHES; THE STORY OF MINING. Morrow, 1958, 2.50. (4-6)
"Explains man's need for metals and minerals and the methods he has developed for extracting them from the earth." ESLC

Berry, Erick. UNDERWATER WARRIORS: STORY OF THE AMERICAN FROGMEN. McKay, 1967, 3.95. (6)
"Tells how the men for this adventurous and dedicated group are selected and trained to combat water, mud, noise, exhaustion and enemy attack."

Epstein, Edna. THE UNITED NATIONS. Watts, 1966, 2.65. (4-6)
"Purpose of UN and explanation of work of General Assembly, Security Council, Secretarial, Economic and Social Council, Trusteeship Council, International Court of Justice." ESLC

Schlining, Paula. THE UNITED NATIONS AND WHAT IT DOES. Lothrop, 1962, 3.50. (4-6)
"Pictorial account of daily activities of Air Force cadets during their four-year preparation for roles of leadership as officers in the Air Force." ESLC

Crawford, William. THE UNITED STATES BORDER PATROL. Putnam, 1965, 3.29. (6)
"Uses cases from operations on Mexican border to describe history, development, work, and qualifications of inspectors of this agency of immigration and naturalization service." ESLC

Terrell, John Upton. THE UNITED STATES DEPARTMENT OF AGRICULTURE; A STORY OF FOOD, FARMS AND FORESTS. Duell, Sloan & Pearce, 1966, 3.50. (5-6)
"Describes responsibilities, research and field work of its 81,000 employees in advancing American agriculture." ESL

Terrell, John Upton. THE UNITED STATES DEPARTMENT OF COMMERCE; A STORY OF INDUSTRY, SCIENCE, AND TRADE. Duell, Sloan & Pearce, 1966, 3.50. (5-6)
"Included are discussions of activities of Maritime Administration, Patent Office, Weather Bureau, Census and Weather Bureaus, Economic Development Act and National Bureau of Standards -- some of Commerce's most important functions in promoting the nation's economic growth." ESLC

Terrell, John Upton. THE UNITED STATES DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE; A STORY OF PROTECTING AND PRESERVING HUMAN RESOURCES. Duell, Sloan & Pearce, 1965, 3.50. (5-6)
"Presents its history, duties of its employees and describes functions of its various agencies." ESLC

Terrell, John Upton. THE UNITED STATES DEPARTMENT OF JUSTICE; A STORY OF CRIME, COURTS, AND COUNTERSPIES. Duell, Sloan & Pearce, 1965, 3.50. (5-6)
"Presents history of this Federal department, its responsibilities, duties of its employees, its role as protector of national security and work of Federal Bureau of Investigation." ESLC

Terrell, John Upton. THE UNITED STATES DEPARTMENT OF STATE; A STORY OF DIPLOMATS, EMBASSIES AND FOREIGN POLICY. Duell, Sloan & Pearce, 1964, 3.50. (5-6)
"Describes the responsibilities of the oldest of our government departments and explains its importance in maintaining peaceful relationships with foreign nations from 1789 to present." ESLC

Terrell, John Upton. THE UNITED STATES DEPARTMENT OF THE INTERIOR; A STORY OF RANGELAND, WILDLIFE, AND DAMS. Duell, Sloan & Pearce, 1963, 3.50. (5-6)
"Describes work of Department's various bureaus in providing for development, conservation and wise use of country's natural resources." ESLC

Terrell, John Upton. THE UNITED STATES DEPARTMENT OF THE TREASURY; A STORY OF DOLLARS, CUSTOMS, AND SECRET AGENTS. Duell, Sloan & Pearce, 1963, 3.50. (5-6)
"Bureaus of the Treasury Department ... collect customs and taxes, fight smugglers, counterfeiters and narcotics, produce money and protect the President." ESLC

Terrell, John Upton. THE UNITED STATES POST OFFICE DEPARTMENT; A STORY OF LETTERS, POSTAGE, AND MAIL FRAUD. Meredith Press, 1968, 3.95. (5-6)
In addition to the historical background of postal service, this account "discusses methods of handling international mail; describes various types of mail frauds and rackets and tells how the Department deals with swindlers." ESLC

Collier, James Lincoln. A VISIT TO THE FIREHOUSE. Norton, 1966, 3.00. (1-3)
"Shows the children how firemen live, what they wear and what equipment they use to fight fires. It also explains how fires are reported and how records are kept." ESLC

Elting, Mary and Margaret Gossett. WE ARE THE GOVERNMENT. Doubleday, 1967, 2.95. (4-6)
"Presents an overview of the qualifications and responsibilities of the President, the Vice-President, senators, representatives and federal judges." ESLC

Lehr, Paul E. and others. WEATHER, AIR MASSES - CLOUDS - RAINFALL - STORMS - WEATHER MAPS - CLIMATE. Golden Press, 1965, 3.95. (4-6)
"Basic facts about the weather ... Includes weather forecasting, meteorological instruments, weather maps, and average weather conditions in United States." ESLC

Colby, Carroll B. WEST POINT: CADETS, TRAINING AND EQUIPMENT. Coward, 1963, 2.50. (4-6)
"Presents history and traditions of the Academy, indoctrination of 'Plebes', scholastic, military and physical training of cadets." ESLC

Engeman, Jack. WEST POINT: THE LIFE OF A CADET. Lothrop, 1967, 4.95. (5-6)
"Shows in pictures and text the daily life and training of a cadet from admission to graduation." CC

Giambarba, Paul. WHALES, WHALING AND WHALECRAFT. Scrimshaw Pub., 1967, 3.95. (4-6)
"The science and technology of whaling as a uniquely American endeavor ... includes the construction of the whaleboat, castoff, going-on the whale, and processing operations." ESLC

Greene, Carla. WHAT DO THEY DO? POLICEMEN AND FIREMEN. Harper & Row, 1962, 1.95. (K-2)
Simple drawings and text 'describe some of the duties of policemen and firemen and the equipment they use." Booklist

Hyde, Wayne. WHAT DOES A FOREST RANGER DO? Dodd, Mead, 1964, 2.50. (4-6)
"An introduction to the many kinds of service performed by forest rangers." ESLC

Lavine, David and Ira Handelbaum. WHAT DOES A PEACE CORPS VOLUNTEER DO? Dodd, Mead, 1964, 2.75. (4-6)
"Presents qualifications and training of volunteers and their experiences helping people of newer and less fortunate countries than U.S. to fight disease, hunger and ignorance." ESLC

Lavine, David. WHAT DOES A SENATOR DO? Dodd, Mead, 1967, 3.25. (4-6)
"Deals with qualifications of United States Senators. Tells how Senators are elected and how they represent their states; discusses role of majority and minority leaders. Explains work of Senators, in committee and on the floor of the Senate." ESLC

Pierson, Sherleigh G. WHAT DOES A UN SOLDIER DO? Dodd, Mead, 1965, 3.25. (4-6)
"Surveys accomplishments of UN soldiers in maintaining international peace and security. Describes selection of troops, procurement of food and equipment and life in an international army." ESLC

Compton, Grant. WHAT DOES A VETERINARIAN DO? Dodd, Mead, 1964, 2.50. (4-6)
"An account of what veterinarian medicine is and what a veterinarian does in caring for pets, or farm, circus and zoo animals." ESLC

Shay, Arthur. WHAT HAPPENS WHEN YOU MAIL A LETTER. Reilly & Lee, 1967, 2.95. (K-2)
"Through photographs the reader follows the progress of a ... letter through the post office, across the country and to its recipient. With brief explanatory paragraphs, this account makes the processing of mail clear and interesting to the primary grade child." Library Journal

Shay, Arthur. WHAT HAPPENS WHEN YOU PUT MONEY IN THE BANK. Reilly & Lee, 1967, 2.95. (K-2)
"Provides simple explanations of how to open an account the nature of interest, and the work of the teller, and the guard." ESLC

Darby, Gene. WHAT IS A CHICKEN. Benefic Press, 1963, 2.00. (1-2)
"Tells what a chicken looks like, how it is raised on a farm, and why it is so useful to man." ESLC

Kriger, Malcolm D. and others. WOOL IN PICTURES. Sterling, 1963, 3.95. (6)
"A well-illustrated, step-by-step account of the making of woolen products." ESLC

Jackson, Kathryn and Frederick D. Becker. WORK AROUND THE WORLD. Silver Burdett, 1957, 2.25. (1-4)
"Photographs and brief text tell how children help at home and on the farm; how goods are carred to markets; how boats, trains and airplanes help people to work together; and how goods are bought and sold in different countries of the world." ESLC

Boesch, Mark J. THE WORLD OF RICE. Dutton, 1967, 4.95. (5-6)
"Discusses various methods of rice planting, harvesting, and milling, the importance of rice in the social and economic life of man, and the nutritional value and uses of rice ..." Booklist

Murray, Donald M. THE WORLD OF SOUND RECORDING. Lippincott, 1965, 3.50. (5-6)
"Reviews the history ... and explains the modern industry: how records are made, the wide range of subject matter, the engineers and technicians who make them possible, and how artists are selected and their performances set up." ESLC

Robertson, Keith. THE YEAR OF THE JEEP. Viking, 1968, 3.95. (5-6) Fic
"Fifteen-year-old Cloud Selby, who has long dreamed of owning a jeep, discovers an old abandoned jeep on a deserted farm and with his new neighbor, Wong Ling, an able ally, directs all his efforts toward salvaging the jeep and earning money to buy it if the owner can be found." Booklist

Paradis, Adrian A. YOU AND THE NEXT DECADE. McKay, 1966, 3.50. (6)
"Tells how science will change our world. Discusses occupational fields which offer best opportunities for employment." ESLC

Perry, Brick. YOU HAVE TO GO OUT! THE STORY OF THE UNITED STATES COAST GUARD. McKay, 1964, 4.50. (6)
"Describes global operations which include law enforcement in territorial United States, scientific research, search and rescue and wartime activities. Presents ... brief information on its Academy." ESLC

Meshover, Leonard. YOU VISIT A NEWSPAPER - TELLVISION STATION. Benefic Press, 1965, 2.00. (1-3)
"Black-and-white photographs take the young reader on a tour through a newspaper office and a television station showing the various phases of work involved in the production of a newspaper and a television program." ESLC

Phleger, F. and M. Phleger. YOU WILL LIVE UNDER THE SEA. Beginner Books, 1966, 1.95. (K-3)
"A weekend under the sea provides views of kelp farms, a fish ranch where fish are herded by fish boys and ocean-floor miners at work." ESLC

Barr, George. YOUNG SCIENTIST AND THE FIRE DEPARTMENT. McGraw, 1966, 3.50. (5-6)
A "book on fire-fighting, with chapters on fire, heat, water, pumpers, hoses, ladders, rescue squads and equipment ... fire alarms, and fire prevention." CC

Barr, George. YOUNG SCIENTIST AND THE POLICE DEPARTMENT. McGraw, 1967, 3.95. (5-6)
"Lively and informative account about the ... scientific instruments and techniques used in police crime laboratories today." ESLC

Darby, Gene. WHAT IS A COW. Benefic Press, 1963, 2.00. (1-2)
"Simple explanation of the operation of a dairy farm, what a cow looks like, and how it acts." ESLC

Klapper, Ivan. WHAT YOUR U.S. SENATOR DOES. Sterling, 1968, 3.95. (6)
"Discusses structure of Senate, committee assignments, Senator's staff and its responsibilities, Senator's work load, typical day in Senate and role of lobbyist in legislative process." ESLC

Greene, Carla. WHERE DOES A LETTER GO? Harvey House, 1966, 2.75. (1-3)
"Tells what happens to a letter ... from the time it is mailed ... in Los Angeles until it is delivered ... in Fremont, Maine." ESLC

Bate, Norman. WHO BUILT THE BRIDGE? Scribner, 1954, 3.12. (K-2) Fic
"Big Sleepy was the muddiest and sometimes the meanest river in the country. When he rose in his banks he tried to sweep away the bridge that stood in his path. Old Bridge was geeting weak - and this is the story of how New Bridge was built, and what happened to Old Bridge." CC

Laycock, George. WILD REFUGE. Natural History Press, 1969, 3.50. (4-6)
The author "takes the reader on an arm chair tour of some of the most important wildlife refuges in the U.S. He describes the purpose and the individuals involved in the establishment and management ..." Booklist

Carter, Gordon. WILLING WALKERS; THE STORY OF DOGS FOR THE BLIND. Abelard-Schuman, 1965, 3.25. (5-6)
"Explains how guide dogs are trained to lead the blind in complete safety through heavy city traffic, along country roads, on train trips, etc." ESLC

Pearl, Richard M. THE WONDER WORLD OF METALS. Harper & Row, 1966, 3.50. (4-6)
"Introduction to metals and metallurgy describes the nature, processing, and importance of metals and gives brief accounts of the discovery, physical and chemical properties and uses of numerous specific metals such as copper, nickel, etc." Booklist

Russell, Solveig P. WONDERFUL STUFF; THE STORY OF CLAY. Rand McNally, 1963, 2.95. (1-3)
"Clay is described not only as something to play with but as a necessity of modern life. Instructions for making bricks, tiles, etc." ESLC

Cohn, Angelo. THE WONDERFUL WORLD OF PAPER. Abelard-Schuman, 1968, 4.00. (6)
"This is the full story of papermaking: its discovery, history, processes, resources, problems, research, and its enormously varied career opportunities." ESLC

Jacobs, Lou. WONDERS OF AN OCEANARIUM; THE STORY OF MARINE LIFE IN CAPTIVITY. Golden Gate, 1965, 3.75. (4-6)
"An inside view of an oceanarium -- its function and personnel and the capture, care, training, and exhibition of its inhabitants." Booklist

Lavine, Sigmund A. WONDERS OF THE HIVE. Dodd, Mead, 1958, 2.99. (3-6)
"A comprehensive study of bees and beekeeping." ESLC.

Barr, George. YOUNG SCIENTIST LOOKS AT SKYSCRPERS; THE HOW AND WHY OF CONSTRUCTION FOR SIDEWALK SUPERINTENDENTS. Whittlesey, 1963, 3.50. (5-6)
"From the digging of the foundation to the moment when the whole gigantic structure is complete, this pictures the building of a skyscraper." ESLC

Cosgrove, Margaret. YOUR HOSPITAL, A MODERN MIRACLE. Dodd, Mead, 1962, 2.75. (4-6)
"Explains how staff members use especially equipped kitchens, laundries, X-ray rooms, laboratories, operating and recovery rooms, special departments and equipment." ESLC

Cooke, David C. YOUR TREASURY DEPARTMENT. Norton, 1964, 3.69. (4-6)
"Explains collection of taxes, printing of money, work of Secret Service, Coast Guard, Bureau of Narcotics and other functions of the largest of government departments." ESLC

Hoffmeister, Donald F. ZOO ANIMALS. Golden Press, 1967, 1.25 pa. (4-6)
"An introductory section briefly discusses the acquisition, display, and the care and feeding of zoo animals, the role played by zoos in conservation, and children's zoos." Booklist.

PERSONAL GUIDANCE

The American Girl. THE AMERICAN GIRL BEAUTY BOOK. Random, 1964, 1.95. (6)
"Good grooming and personal hygiene are the foundation stones of pre-teen and teen-age beauty." ESLC

Jacobs, Helen Hull. BETTER PHYSICAL FITNESS FOR GIRLS. Dodd, Mead, 1964, 3.25. (3-6)
"Describes simple exercises for health and grace." ESLC

DeSantis, Mallen. BUBBLE BATHS AND HAIR BOWS; A LITTLE GIRL'S GUIDE TO GROOMING. Doubleday, 1963, 3.50. (3-4)
"Little girls will wish to emulate the routines and simple techniques of cleanliness and good grooming illustrated by photographs of one of their peers." ESLC

Dendick, Jeanne. THE EMERGENCY BOOK. Rand McNally, 1967, 3.95. (5-6)
"In this self-help guide, the young person is alerted to ways of preventing emergencies that need never happen as well as directed in his conduct once the situation has occurred. Simple, non-technical explanations make this a most practical and useful reference for young people." ESLC

Post, Elizabeth. THE EMILY POST BOOK OF ETIQUETTE FOR YOUNG PEOPLE. Funk & Wagnalls, 1967, 5.95. (6)
"Discusses basic principles of consideration and unselfishness which makes for pleasant family relationships ... " ESLC

Slobodkin, Louis. EXCUSE ME! CERTAINLY! Vanguard, 1959, 2.95. (k-2)
Willie White - who was not polite - learns from his neighborhood friends and chiefly from the policeman that courtesy can be fun. CC

Leaf, Munro. FAIR PLAY. Lippincott, 1967, 3.93. (K-3)
"Explains why we have rules, laws and government, and tells how each of us can make our country a better and happier place for everyone." ESLC

Black, Algernon D. THE FIRST BOOK OF ETHICS. Watts, 1965, 2.65. (4-6)
"An explanation and introduction to the problem of how men should behave toward men, presented from the Ethical Culture viewpoint, and therefore not based on the idea of ethics as absolute standards." ESLC

Vermes, Jean C. THE GIRL'S BOOK OF PHYSICAL FITNESS. Association Press, 1961, 1.95. (6)
"Health guides for girls in exercise, diet, grooming, good habits to look and feel their best. Especially for the pre-teens." ESLC

Leaf, Munro. HEALTH CAN BE FUN. Lippincott, 1943, 2.95. (K-3)
"Simple rules for healthful living (sleeping, eating, cleanliness, etc.) are presented in the author's amusing way of appealing to a child's common sense." ESLC

Brown, Virginia and others. THE HIDDEN LOOKOUT. McGraw, 1965, 1.80. (3-5) Fic
"Five stories about city families of today. Each story tells how a person tried to solve his difficulty, a real problem, and how he came out." ESLC

Archer, Elsie. LET'S FACE IT; A GUIDE TO GOOD GROOMING FOR NEGRO GIRLS. Lippincott, 1968, 4.95. (6)
"Gives counsel on proper clothes, grooming, and health, and makes suggestions for employment of leisure time as well as ... pointers when seeking a job." CC

Shapp, Martha and Charles Shapp. LET'S FIND OUT ABOUT SAFETY. Watts, 1964, 2.95. (1-3)
"An easy-to-read book on good safety practices at home and in the community." ESLC

Smaridge, Norah. LOOKING AT YOU. Abingdon Press, 1962, 3.00. (6)
"Practical advice on getting along with ... family, making friends, becoming more mature." ESLC

Leaf, Munro. MANNERS CAN BE FUN. Lippincott, 1958, 3.25. (K-3)
"Funny pictures illustrate simple advice on how to act when introduced to people, how to behave at home and at school and when playing with other boys and girls." ESLC

Leob, Robert H. MANNERS FOR MINORS. Association Press, 1966, 3.95. (6)
"Discusses personal appearance, behavior at home and in public, good sportsmanship and prejudice, attitude toward school and homework, reasons for writing and speaking correctly." ESLC

Beery, Mary. MANNERS MADE EASY. McGraw, 1966, 5.75. (6)
"Comprehensive handbook includes information on good grooming, personal cleanliness, clothing ... on how to show consideration for others ... " ESLC

Lee, Tina. MANNERS TO GROW ON; A HOW-TO-DO BOOK FOR BOYS AND GIRLS. Doubleday, 1955, 3.50. (4-6)
"Guide to basic good manners in home, social, school, church and public situations." ESLC

Allen, Betty and Mitchell P. Briggs. MIND YOUR MANNERS. Lippincott, 1965, 4.95. (6)
"Pointers on good manners at home and as a house guest ..." ESLC

Clymer, Eleanor. MY BROTHER STEVIE. Holt, Rinehart & Winston, 1967, 3.50. (5-6) Fic
"Annie Jenner, a twelve-year-old living with her harsh but well-meaning gradmother, is overwhelmed by the responsibility of caring for her difficult younger brother, Stevie. When she is befriended by an understanding teacher, however, she gains new strength to cope with her dilemma." Book Week.

Parish, Peggy. MY GOLDEN BOOK OF MANNERS. Golden Press, 1962, 1.00. (1-3)
"Animals join the children to show them the polite thing to do on a number of occasions." ESLC

Stuart, Jesse. A PENNY'S WORTH OF CHARACTER. McGraw, 1954, 3.25. (3-5) Fic
"Shan learns the real meaning of honesty when he is sent on an errand to the store by his mother." ESLC

Antonacci, Robert J. and Jene Barr. PHYSICAL FITNESS FOR YOUNG CHAMPIONS. McGraw-Hill, 1962, 4.25. (4-6)
"Practical information on conditioning the body, muscle coordination, formation of good habits ... Includes one chapter on a fitness program for girls, and another on conditioning for the physically handicapped ... " ESLC

Bendick, Jeanne and Marcia O. Levin. PUSHUPS AND PINUPS: DIET, EXERCISE, AND GROOMING FOR YOUNG TEENS. McGraw, 1963, 2.95. (5-6)
"Fitness, care of skin and body, the various body types and appropriate exercises for both boys and girls, also calorie counting, sleeping and vitamin needs." ESLC

Leaf, Munro. SAFETY CAN BE FUN. Lippincott, 1961, 2.95. (K-3)
"Appealing to the child's common sense ... sound basic safety principles are promoted." ESLC

Armer, Alberta. SCREWBALL. World, 1963, 3.00. (4-6) Fic
"Crippled by a polio attack in childhood, Mike doubts that he will ever measure up to his twin brother, Patrick. But a chance to enter a soap box derby enables Mike to use his own special talents and be recognized as his brother's equal." Book Buyer's Guide.

Slobodkin, Louis. THANK YOU - YOU'RE WELCOME. Vanguard Press, 1957, 3.95. (K-2)
A small boy who always says "Thank you" learns he must earn the right to say "You're welcome". CC

Ormondroyd, Edward. THEODORE. Parnassus Press, 1966, 3.25. (K-3) Fic
"Theodore is Lucy's smudgy old teddy bear and he knows she loves and understands him even though her carelessness causes him to have a terrifying experience at the neighborhood laundromat." ESLC

Joslin, Sesyle. WHAT DO YOU DO, DEAR? Young Scott Books, 1961, 2.75. (1-3)
"A second handbook for correct social behavior for all ages by the author of What Do You Say, Dear?" ESLC

Joslin, Sesyle. WHAT DO YOU DAY, DEAR? Young Scott Books, 1958, 2.75. (1-3)
"A guide to correct social behavior for young ladies and gentlemen." ESLC

Bendick, Jeanne and Marian Warren. WHAT TO DO; EVERYDAY GUIDES FOR EVERYONE. McGraw, 1967, 3.95. (4-6)
"A guide for everyday and special situations ... on school manners ... on job manners ... on travel." CC

Koch, Dorothy. WHEN THE COWS GOT OUT. Holiday, 1958, 2.75. (K-2) Fic
"When Tim carelessly lets the cows out of the barnyard, he has an anxious, busy time before he retrieves them and earns Gradfather's approval." CC

SOURCES

AAAS - AAAS SCIENCE BOOK LIST FOR CHILDREN. Edited by Hilary J Deason. 2nd. ed. 1963. American Association for the Advancement of Science, Paperback.

BOOK BUYER'S GUIDE. Monthly. Book Buyer's Guide, Inc.

BOOK NEWS. Monthly. Book News Publications and Promotions, Inc.

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BOOKLIST AND SUBSCRIPTION BOOKS BULLETIN. Published twice a month, Sept. through July, and once in August. American Library Association.

BOOK WEEK. Weekly. New York Herald Tribune.

CHICAGO. CHILDREN'S BOOK CENTER -- BULLETIN OF THE CENTER FOR CHILDREN'S BOOKS. Monthly except August. University of Chicago Press.

CC - CHILDREN'S CATALOG. Ed. by Rachel Shor and Estelle A. Fidell. 11th ed. 1966. Wilson. And SUPPLEMENT: March, 1969.

HUNTTING'S GUIDE TO NEW CHILDREN'S BOOKS. Published twice a year. H. R. Hunnting Co.

LIBRARY JOURNAL. Semi-monthly. Bowker.

SCIENCE BOOKS: A QUARTERLY REVIEW. Published in Sept., Dec., Feb., and May. American Association for the Advancement of Science (AAAS).

WISCONSIN LIBRARY BULLETIN. Bi-monthly. Division for Library Services, Department of Public Instruction, Madison, Wisconsin.

FILMS:

Are You A Good Citizen? (e-j-s) Available from the Arkansas Department of Education Film Library, Little Rock, Arkansas 72201 (#1044)

Everyday Courtesy (e-j) Available from Arkansas Department of Education Film Library, Little Rock, Arkansas 72201 (#475)

Good Eating Habits (Film p-e) Available from the Arkansas Department of Education Film Library, Little Rock, Arkansas 72201 (#1129)

Litterbug, The, (p, color, 10 minutes) Available from the Arkansas Department of Education Film Library, Little Rock, Arkansas 72201 (#466)

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Neighborhoods Are Different, (p, color, 11 minutes) Available from the Arkansas Department of Education Film Library, Little Rock, Arkansas 72201 (#1467)